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# REPORT OF THE DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION, 1933

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UNITED STATES DEPARTMENT OF AGRICULTURE,  
OFFICE OF PERSONNEL AND BUSINESS ADMINISTRATION,

Washington, D.C., September 9, 1933.

SIR: I submit herewith the report of the work of the Office of Personnel and Business Administration for the fiscal year ended June 30, 1933.

Respectfully,

W. W. STOCKBERGER, *Director.*

HON. HENRY A. WALLACE,  
*Secretary of Agriculture.*

## INTRODUCTION

The salient features of the work in the Office of Personnel and Business Administration during the fiscal year 1933 will be found later in this report, under the respective divisions of the Office. Notwithstanding a sharp reduction in expenditures and in the personnel concerned with the regular activities of the Department, and the numerical reductions apparent in the statistical portions of the report, the establishment of new emergency agencies to try to check the farm decline has resulted in an actual increase in the work of this Office.

Despite successive shocks to the general morale occasioned by the reduction in salaries, the uncertainties regarding impending reorganizations and the fear of loss of employment, the employees of the Department have been assiduous in the discharge of their duties and eager to assist in any possible way in the program for the betterment of the situation in agriculture.

In this Office efforts made to render greater and more effective service, in the face of reduced funds for operation and with a diminished personnel, have been a heavy tax upon the energy and resourcefulness of the entire Office staff, but the burden has been borne with a cheerfulness and an esprit de corps worthy of particular mention here.

## BRANCH OF PERSONNEL

### DIVISION OF APPOINTMENTS

The Department personnel experienced a turnover of 3.88 percent during the fiscal year 1933, as compared with 5.98 percent during the fiscal year 1932, 7.95 percent during 1931, 9.79 percent during 1930, and 8.62 percent during 1929. Personnel data for the last 3 years are shown in table 1.

TABLE 1.—*Personnel activities of the Department of Agriculture, 1931, 1932, and 1933*

Year ended June 30	Employees on rolls of Department			Field stations	Employees appointed	Separations from the Department
	Departmental service	Field service	Total			
1931.....	5,639	22,524	28,163	1,451	10,258	7,836
1932.....	5,664	<sup>1</sup> 21,764	27,428	1,451	6,612	7,425
1933.....	5,521	<sup>2</sup> 21,023	26,544	1,451	3,915	4,721

<sup>1</sup> Includes 78 in foreign service.

<sup>2</sup> Includes 80 in foreign service.

## 2 ANNUAL REPORTS OF DEPARTMENT OF AGRICULTURE, 1933

For the period July 1, 1932, to May 26, 1933, at which time the Crop Production Loan Office was transferred to the Farm Credit Administration, the following personnel actions were handled for that organization:

Appointments.....	2,870
Separations.....	2,602
Other actions.....	2,334

In compliance with the act of Congress (sec. 203, title 2, pt. 2, Public, No. 212, 72d Cong.), it has been necessary to obtain authority from the President to fill positions in the Federal Government, and for the fiscal year ended June 30, 1933, the Department of Agriculture has obtained 465 such authorizations.

During the fiscal year 1933, 144 formal applications for positions were received and circulated throughout the Department.

### RECORD OF LEAVE

Statistics for leave during the calendar year 1932 are not available because of legislation changing the procedure of granting annual leave. From January 1 to June 30, 1932, both annual and sick leave were allowed. However, the Economy Act of June 30, 1932, suspended annual-leave rights beginning with July 1, 1932, and continuing during the fiscal year 1933. This suspension was lifted, effective April 1, 1933, by the act of March 20, 1933. From July 1 to December 31, 1932, no annual leave was allowed, absence from duty during this period for reasons other than illness, was without pay and chargeable to the so-called legislative furlough. There was no change in the sick-leave regulations.

### WORK INCIDENT TO APPOINTMENTS, TRANSFER, AND PROMOTION

Personnel changes in the Department during the fiscal year 1933 necessitated contacts with the Civil Service Commission, and certificates and authorizations were obtained as indicated in table 2.

TABLE 2.—*Personnel changes in the Department of Agriculture, 1931, 1932, and 1933*

	1931	1932	1933
Certificates from register.....	1,420	702	74
Reinstatement certificates.....	385	212	27
Certificates for change in status.....	619	194	103
Transfer certificates.....	289	165	69
Authorities for temporary appointments.....	762	462	94
Authorities for extensions of temporary appointments.....	432	443	66
Authorities for extensions of suspensions.....	11	6	8
Civil-service examinations requested.....	132	26	7

### RETIREMENT RECORDS

The Division of Appointments has continued work on the final completion of a new system of retirement records which was installed in the years 1931 and 1932, under which the Civil Service Form 2806 was substituted for the old master retirement card. During the past year it was generally used throughout the service with satisfactory results.

The passage of several far-reaching laws affecting retirement as well as other branches of Government work, notably the Economy Act of June 30, 1932, and the provision for 30-year retirement in the Independent Offices Act of June 16, 1933, has greatly increased the volume of retirement work, and its importance to the personnel of the Department.

Thirty-year retirement adds a new class of separations under the retirement laws and makes it possible for one involuntarily separated after 30 years of service, regardless of age, to receive an annuity less than the payment allowed for retirement at the age of 70 only by the deduction of 3½ percent of the actual gross annuity. This law applies only to those separated (in good standing) on account of reduction of force.

Figures showing retirements for the past 3 years are shown in table 3, and the average annuities paid in the various groups are shown in table 4.

TABLE 3.—*Number of employees retired, 1931, 1932, and 1933*

Year ended June 30	Annuity retirements in class—				Disability retirements in class—				Cases disposed of
	Professional	Subprofessional	Clerical, administrative, and fiscal	Custodial	Professional	Subprofessional	Clerical, administrative, and fiscal	Custodial	
1931.....	36	88	20	27	7	17	20	3	307
1932.....	22	41	13	9	8	17	8	10	378
1933.....	81	132	22	28	9	23	19	15	329

TABLE 4.—*Averages of the annuities in the various groups, 1931, 1932, and 1933*

Group	1931	1932	1933
Professional and scientific.....	\$1,006.77	\$1,100.77	\$1,114.04
Subprofessional.....	926.61	972.67	1,012.91
Clerical, administrative, and fiscal.....	907.88	981.88	963.67
Custodial.....	749.42	698.57	695.98

Owing to that part of the Economy Act of June 30, 1932, which provides for Presidential approval for continuance in the Government service after retirement age, only four extensions were granted in the Department during the fiscal year 1933. A summary of the continuances for the past 3 years is shown in table 5.

TABLE 5.—*Number of employees who received continuances after reaching retirement age, 1931, 1932, and 1933*

Year ended June 30	Extensions					
	First	Second	Third	Fourth	Fifth	Sixth
1931.....	53	29	3	1	2	1
1932.....	60	35	1	0	0	0
1933.....	1	2	1	0	0	0

#### NEW ACTIVITIES

The establishment of the Agricultural Adjustment Administration in the Department of Agriculture, pursuant to act of Congress (title 1, Public, No. 10, 73d Cong., approved May 12, 1933), has greatly added to the responsibilities and duties of the Division of Appointments which has assisted in organizing and recruiting the necessary personnel for this new Administration.

#### OFFICE OF CLASSIFICATION

During the year the Division of Organization and Classification was abolished and the duties, together with part of the personnel, were merged into the immediate office of the Director.

Subsequent to this change the Agricultural Adjustment Administration was organized, which will no doubt increase the classification work of this Office to the maximum of any previous year since its inception in 1924. A summary of this activity over the past 3 years is given in table 6.

TABLE 6.—*Appointments and changes in status of employees of the Department of Agriculture, 1931, 1932, and 1933*

Year ended June 30—	Appointments to new positions	Changes in duties	Changes to vacancies	Appeals	Total
1931.....	545	430	979	110	2,064
1932.....	187	320	725	23	1,255
1933.....	1 246	143	104	5	498

<sup>1</sup> 170 positions were allocated during June 1933 in the Agricultural Adjustment Administration.



## BRANCH OF BUSINESS AND FISCAL OPERATIONS

## THE DEPARTMENT BUDGET

Appropriations provided for the Department of Agriculture for all purposes during the fiscal year 1933 totaled \$318,885,991, as compared with \$301,554,375 for the fiscal year 1932. The items are given in table 7.

TABLE 7.—*Department of Agriculture appropriations for fiscal years 1932 and 1933, as provided in the Department budget*

Item	1932	1933
Regular appropriations, exclusive of road funds.....	\$91,929,375	\$77,980,991
Road construction:		
Regular funds.....	187,500,000	108,905,000
Provided by Emergency Relief and Construction Act.....		132,000,000
Emergency relief loans.....	22,125,000	
Total.....	301,554,375	318,885,991

The distribution of these funds under group and bureau units is shown in table 8.

TABLE 8.—*Department of Agriculture appropriations for fiscal years 1932 and 1933*

Activity	Fiscal year	
	1932	1933
Ordinary activities:		
Office of the Secretary.....	\$1,322,115	\$1,206,547
Office of Information.....	1,420,961	1,335,800
Library.....	110,620	106,100
Office of Experiment Stations (exclusive of payments to States).....	399,410	294,294
Extension Service (exclusive of payment to States).....	1,793,560	1,688,170
Weather Bureau.....	4,497,720	4,164,038
Bureau of Animal Industry.....	16,085,195	15,324,947
Bureau of Dairy Industry.....	796,990	717,448
Bureau of Plant Industry.....	5,839,238	4,930,874
Forest Service (exclusive of forest roads, payments to States, forest receipts and special funds, and forest-fire deficiency).....	15,184,620	10,780,924
Bureau of Chemistry and Soils.....	2,104,051	1,925,080
Bureau of Entomology.....	2,863,740	2,471,700
Bureau of Biological Survey.....	2,229,170	1,756,177
Bureau of Public Roads (exclusive of Federal-aid highways).....	179,940	
Bureau of Agricultural Engineering.....	656,990	618,690
Bureau of Agricultural Economics.....	7,241,136	6,649,841
Bureau of Home Economics.....	246,700	233,365
Bureau of Plant Quarantine.....	3,747,930	2,490,125
Grain Futures Administration.....	221,480	218,838
Food and Drug Administration.....	1,810,228	1,716,167
Total.....	68,751,794	58,629,125
Payments to States (exclusive of road funds and national-forest receipt funds):		
State agricultural experiment stations for research under Hatch, Adams, and Purnell Acts (Office of Experiment Stations).....	4,357,000	4,374,000
State colleges of agriculture for extension work under Smith-Lever and supplemental acts (Extension Service).....	8,672,936	8,728,096
Forest-fire cooperation (Forest Service).....	1,775,000	1,611,580
Cooperative distribution of forest-planting stock (Forest Service).....	95,000	79,960
Total.....	14,899,936	14,793,636
Forest Service receipts and special funds:		
Refunds to depositors.....	75,000	75,000
National Forest Reservation Commission.....	500	475
Cooperative work.....	1,700,000	1,700,000
Payments to States and Territories (national-forest receipts fund).....	1,600,000	1,240,000
Payments to school funds, Arizona and New Mexico (national-forest receipts fund).....	40,000	40,000
Roads and trails for States (national-forest receipts fund).....	600,000	500,000
Total.....	4,015,500	3,555,475

TABLE 8.—*Department of Agriculture appropriations for fiscal years 1932 and 1933—Continued*

Activity	Fiscal year	
	1932	1933
Special items:		
Fighting forest fires (deficiency).....	\$4, 260, 000	\$1, 000, 000
Private claims and relief acts.....	2, 145	2, 755
Total.....	4, 262, 145	1, 002, 755
Total, exclusive of road funds and emergency relief loans.....	91, 929, 375	77, 980, 991
Road construction:		
Federal-aid highways:		
Agricultural Appropriation Act.....	175, 000, 000	100, 000, 000
Emergency Relief and Construction Act of 1932.....		120, 000, 000
Forest roads and trails:		
Agricultural Appropriation Act.....	12, 500, 000	8, 905, 000
Emergency Relief and Construction Act.....		10, 000, 000
Public-land highways (Emergency Relief and Construction Act).....		2, 000, 000
Total.....	187, 500, 000	240, 905, 000
Emergency relief loans:		
Loans to farmers in storm- and drought-stricken areas, Southeastern States.....	2, 000, 000	-----
Agricultural credits and rehabilitation emergency relief loans.....	20, 000, 000	-----
Collection of loans.....	125, 000	-----
Total.....	22, 125, 000	-----
Grand total.....	301, 554, 375	318, 885, 991

## EMERGENCY APPROPRIATIONS UNDER THE AGRICULTURAL ADJUSTMENT ACT

The Agricultural Adjustment Act of May 12, 1933, provides a straight appropriation of \$100,000,000, available until expended, for carrying out the purposes of this act, and authorizes the Secretary of the Treasury to advance such additional amounts as may be necessary for "administrative expenses, rental and benefit payments, and refunds of taxes", to be reimbursed from processing-tax receipts. Under the latter authority the Secretary of the Treasury advanced up to June 30, 1933, the sum of \$500,000, making a total of \$100,500,000 available to the Agricultural Adjustment Administration for the fiscal year 1933. A comparatively small part of this amount, however, was expended during that fiscal year. The Agricultural Adjustment Act also appropriates the proceeds derived from all taxes imposed under the act for carrying out its purposes. In addition, the President is authorized to allocate not to exceed \$100,000,000 from the appropriations provided by the National Industrial Recovery Act for carrying out the Agricultural Adjustment Act and for the purposes of the Farm Credit Administration.

## DIVISION OF ACCOUNTS AND DISBURSEMENTS

During the year the Division of Accounts and Disbursements disbursed \$233,-059,062.88 which required the examination and payment of 357,261 vouchers and pay rolls and the issuance of 627,562 checks on the Treasurer of the United States. As compared with the preceding fiscal year, this was a decrease of \$30,276,576.41 in the amounts disbursed, a decrease of 36,219 vouchers and pay rolls examined and paid, and a decrease of 30,776 checks issued.

The large decrease in disbursements was due in part to a curtailment in general work activity and a reduction of approximately \$23,000,000 in payments to States for Federal-aid highway construction.

A comparison of the number of vouchers paid and checks drawn with the preceding 5 years is shown in table 9.

TABLE 9.—*Number of vouchers paid and checks drawn, fiscal years 1928 to 1933, inclusive*

Fiscal year	Vouchers paid	Checks drawn	Fiscal year	Vouchers paid	Checks drawn
1928.....	<sup>1</sup> 267, 143	<sup>1</sup> 441, 025	1931.....	<sup>2</sup> 374, 349	648, 205
1929.....	292, 947	473, 384	1932.....	393, 480	658, 338
1930.....	333, 059	546, 145	1933.....	357, 261	627, 562

<sup>1</sup> Exclusive of 215,000 vouchers paid and a like number of checks issued in connection with the campaign for control of the European corn borer.

<sup>2</sup> Exclusive of 89,000 vouchers paid and a like number of checks issued in connection with emergency drought relief and rehabilitation loans to farmers.

The disbursing clerk received from the various bureaus of the Department and deposited in the Treasury to the credit of the proper appropriations or the required general fund revenue total collections of public moneys, exclusive of \$3,899,971.80 in special deposits, totaling \$3,501,937.48. These collections consisted of \$2,153,138.75 in repayments to the proper appropriations of emergency-relief loans made to farmers in flood, storm, and drought-stricken areas, \$382,121.27 in repayments to other appropriations and funds, and \$966,677.46 in miscellaneous revenues accruing from sales of Government property, services rendered the public, fees for the official inspection, grading, or classification of commodities, interest on emergency-relief loans, and from other sources.

These collections involved the receipt, handling, verification, and posting of 7,861 schedules of collections (including 1,663 from the Washington Regional Seed Loan Office), comprising 53,488 individual remittances in the form of checks, drafts, money orders, and currency transmitted to this Office by the various bureaus of the Department. In addition 3,970 schedules of collections were received from the regional seed-loan offices at Memphis, Tenn., St. Louis, Mo., Dallas, Tex., Minneapolis, Minn., Salt Lake City, Utah, Spokane, Wash., and New Orleans, La., covering remittances deposited through the Federal Reserve banks or branches of these cities to the credit of the disbursing clerk's account with the Treasurer of the United States. These also had to be verified, receipted, and posted, bringing the total to 11,831. A total of 1,411 certificates of deposit were prepared and transmitted to the Treasurer of the United States and accounted for in the manner prescribed by the General Accounting Office.

#### OFFICE OF ACCOUNTS (OFFICE OF THE SECRETARY)

The Office of Accounts continued to function during the fiscal year 1933 in the same capacity as previously except that the volume and scope of work increased during the latter months due to extra duties added in connection with the Agricultural Adjustment Administration.

A summary of the routine activities of this Office are shown in tables 10, 11, and 12.

TABLE 10.—*Audit work accomplished, 1931, 1932, and 1933*

Fiscal year	Claims audited	Purchase orders preaudited	Contracts audited	* Items involved
1931.....	15, 526	5, 869	266	168, 745
1932.....	15, 115	5, 277	226	167, 481
1933.....	14, 482	5, 227	182	<sup>1</sup> 120, 406

<sup>1</sup> Preaudit before release of 5,409 commitments.

TABLE 11.—*Record of pay roll and miscellaneous items, 1931, 1932, and 1933*

Fiscal year	Pay rolls prepared	Pay roll items	Letters of authorization written	Collection claims filed	Transportation requests issued	Bills of lading issued
1931.....	3, 138	50, 379	635	186	6, 237	1, 918
1932.....	3, 203	51, 802	507	301	5, 785	1, 711
1933.....	3, 434	52, 592	2, 028	293	5, 862	1, 268



TABLE 12.—*Funds under direct and indirect control of Office of Secretary, 1931, 1932, and 1933*

Fiscal year	Aggregate amount	Warranted to States	Offset by States	Supplementary State funds
1931.....	\$33,800,259.97	\$13,012,936.00	\$6,192,936.00	\$8,813,102.18
1932.....	34,278,672.98	13,255,717.00	6,774,514.02	9,000,000.00
1933.....	32,092,729.41	13,181,927.71	6,547,090.28	7,204,760.99

Audited documents passing through the bookkeeping section involved slightly less than 600,000 entries, but the preparation of regular period and special financial and statistical statements showed considerable increase. During the year a special tabulated statement or chart, long needed for reference purposes, was prepared showing all appropriations made to the Office of the Secretary, Office of Experiment Stations, Office of Information, and the Extension Service since the organization of the Department of Agriculture.

On July 1, 1932, the Office assumed the direction of, and responsibility for, cost-accounting work at the Mechanical Shops, a section being organized to carry on the work, under an accounting system and procedure recommended by the General Accounting Office after a prolonged study in which this Office collaborated. Table 13 indicates in a general way the nature and volume of the documents and transactions handled by the Cost Collection Unit during the fiscal year 1933.

TABLE 13.—*Partial record of Cost Collection Unit documents handled during fiscal year 1933*

Time slips	Material issue slips	Drayage orders	Rubber-stamp requests	Job cost sheets	Individual bills rendered	Overhead application	Miscellaneous
60,000	24,000	10,000	5,786	11,536	16,250	16,250	26,550

In addition to the routine work the Cost Collection Unit also prepared a large number of periodical and special statements showing the monthly and progressive status of the work.

Following approval of the Agricultural Adjustment Act, this Office was designated to handle the accounting and auditing for the Administration's general expenditures with particular reference to its cooperative field activities, and this has considerably more than trebled every phase of office work.

As an incident to the general operation of the Office the File Section received, sorted, and filed alphabetically, numerically, or topically an average of more than 500 papers daily, cleared transfer files for the period since July 1, 1915, of all correspondence having no further value as a record, received from the disbursing officers for the Alaska, Guam, and Virgin Islands Experiment Stations their complete financial records from the organization of the stations to June 30, 1932, and distributed them to the permanent files of the Department.

In addition to the regular work a large amount of accounting-survey and form-construction work was carried on in connection with the General Accounting Office study of operating conditions at the Mechanical Shops, which resulted in a complete revision of methods and forms and the installation of a new cost-accounting system.

#### DIVISION OF PURCHASE, SALES, AND TRAFFIC

During the year further progress was made toward centralization, in the Division of Purchase, Sales, and Traffic, of the supply activities of the Department. Work of this type for one of the larger bureaus, Agricultural Economics, was taken over, and an entire floor, approximately 50,000 square feet, in the Federal warehouse was occupied. The execution of centralization plans was suspended, however, upon the President's announcement, near the end of the special session of Congress, that a single procurement agency for the Government as a whole was to be set up in the immediate future.

An account of the operations of the division and a comparison with those of previous years are given in table 14.

TABLE 14.—*Purchases, sales, and other activities of the Division of Purchase, Sales, and Traffic, 1931, 1932, and 1933*

Item	1931	1932	1933
<b>Bid Section:</b>			
Bid transactions.....number..	4, 456	4, 000	3, 000
Flow of bids:			
First quarter.....percent..	24	24	28
Second quarter.....do.....	17	15	17
Third quarter.....do.....	21	20	20
Fourth quarter.....do.....	38	41	35
Bureau purchase in excess of \$500 approved.....number..	150	129	70
Aggregate amount.....dollars..	<sup>1</sup> 200, 000	163, 742. 53	53, 911. 66
Forest-road contracts examined prior to approval by Secretary.....number..	167	65	145
Aggregate amount.....dollars..	6, 500, 000	3, 274, 854. 68	10, 761, 152. 08
Definite quantity purchases of auto tires and tubes.....do.....	100, 000	<sup>2</sup> 94, 000. 00	66, 978. 19
Definite quantity purchases of other supplies.....do.....	22, 358	21, 768. 33	20, 076. 66
Value of surplus field property transferred to other departments.....dollars..	<sup>3</sup> 158, 032. 87	34, 875. 45	4, 670. 00
Value of surplus field property received from other departments.....dollars..	<sup>4</sup> 51, 341. 32	179, 018. 40	83, 642. 00
Value of District of Columbia property transferred from one bureau to another in Department.....dollars..	4, 750. 33	3, 000. 00	8, 400. 00
Initial value of worn-out property transferred to General Supply Committee.....dollars..	25, 597. 33	20, 782. 47	57, 713. 00
Food samples destroyed.....number..	786	1, 275	2, 755
<b>Traffic Section:</b>			
Freight routing furnished:			
Less than carload.....do.....	<sup>5</sup> 4, 740	<sup>5</sup> 4, 149	4, 001
Carload.....do.....	<sup>5</sup> 220	<sup>5</sup> 205	383
Rates furnished:			
Freight.....do.....	<sup>5</sup> 6, 824	<sup>5</sup> 6, 443	6, 982
Express.....do.....	<sup>5</sup> 150	<sup>5</sup> 263	186
Passenger.....do.....	<sup>5</sup> 1, 285	<sup>5</sup> 1, 085	987
Parcel post.....do.....	<sup>5</sup> 100	<sup>5</sup> 75	80
Air.....do.....	<sup>5</sup> 10	<sup>5</sup> 20	50
Itineraries furnished.....do.....	<sup>5</sup> 98	<sup>5</sup> 134	500
<b>Central Supply Section:</b>			
Stock issues during year.....dollars..	205, 017. 92	254, 261. 01	154, 591. 52
Purchase orders issued to maintain stocks.....number..	6, 578	1, 569	7, 079
Purchase orders for other activities.....do.....		5, 174	
Money value involved, all purchase orders.....dollars..	437, 018. 73	593, 462. 00	565, 131. 44
<b>Experimental byproducts sold:</b>			
For deposit to miscellaneous receipts.....dollars..	34, 026. 42	29, 292. 60	26, 555. 74
For cooperators.....do.....	6, 795. 28	2, 734. 22	767. 56

<sup>1</sup> More than the amount given.<sup>2</sup> Estimated.<sup>3</sup> Contained release of 1927 corn-borer equipment.<sup>4</sup> 11 months' record.<sup>5</sup> Approximate figure.

## BID TRANSACTIONS

The decrease in the number of bid transactions from the preceding year (about 25 percent) was due principally to three causes: (1) During the year consolidated purchases of automotive equipment, of paper for field use, and of hydrogen gas for the Weather Bureau, and an extension of general contracts for gasoline in the field, materially reduced the number of solicitations and awards; (2) a like effect resulted from the Secretary's order permitting the Forest Service to conduct its own purchasing in connection with emergency-conservation work, since such purchases, in a measure at least, obviated the necessity for routine purchases ordinarily made through this Division; (3) the decreased volume of Bureau purchasing during the final quarter reflected the efforts of the Department to decrease its supplies in equal step with its curtailment of general activities.

## AUTOMOTIVE EQUIPMENT

The estimates of the Department for the purchase of passenger-carrying vehicles during the fiscal year 1933 aggregated \$250,000, but of this total authorization approximately \$20,000 remained unused at the end of the fiscal year. The estimates for 1934 were cut by the Department to \$217,440. In the preparation of the latter estimates the needs of the several bureaus were not, as heretofore, covered in a single paragraph at the end of the bill but instead were separately indicated in the various bureau sections of the appropriation text. This new form of presentation of course had the approval of the Bureau of the Budget

and the chairman of the Congressional committees, the thought being that, because of the substantial amounts involved, bureau officials should supplement the usual general presentation with separate explanatory statements.

By assembling in two general procurements the bulk of the Department's need for automotive equipment, both passenger-carrying and truck, an estimated saving of at least \$70,000, over and above the discounts usually obtainable, was made.

#### SURPLUS PROPERTY

During the latter months of the year, the Division thoroughly canvassed the various bureaus for the purpose of segregating surplus furniture and office equipment in order that they might be reconditioned and in readiness for use by the Agricultural Adjustment Administration when legislation creating that activity became effective. By thus anticipating the needs of the new organization delays in getting under way due to equipment needs were minimized.

#### TRAFFIC ACTIVITIES

This section supervises and directs the traffic operations of the bureaus of the Department. It makes claim for loss or damage, traces for delayed or lost shipments, diverts shipments in transit, arranges for special cars or car service, and secures from the Federal Traffic Board for the bureaus and offices of the Department net freight rates necessary to making awards in the purchase of supplies, or in supplying other costs in shipping.

It keeps the shipping officers advised of changes in handling local shipping or local rates by rail, water, and truck, and furnishes such rates and shipping instructions.

#### SUPPLY WORK

During the year the Central Supply Section greatly improved its facilities for handling supply work. In July 1932 the Section moved from the basement and first floor of the Administration Building to more commodious quarters on the first floor and in the basement of the South Building. In October of the same year it also occupied the east half of the fourth floor of the Federal Warehouse, and when this additional space was found to be inadequate for this Department's needs the west half of the same floor was made available for storage and issue activity.

After occupancy of the space allotted in the Federal Warehouse the storage and issue work, including stocks, of the Bureaus of Agricultural Economics and Biological Survey was absorbed. Further consolidations have been held in abeyance pending developments in connection with the proposed consolidation of all Government supply activities in a procurement division of the Treasury Department.

It will be noted that the Section's purchases during the fiscal year 1933 are approximately the same as during 1932. This is accounted for by the large volume of purchase work necessary in connection with emergency organizations, notably the Crop Production Loan Office and the Agricultural Adjustment Administration.

#### SURPLUS EXPERIMENTAL MATERIALS

During the year the Division, operating through a department store, disposed of surplus materials resulting from experimental work at the nearby farms of the Department, realizing net proceeds aggregating \$26,555.74 for deposit in the Treasury to the credit of miscellaneous receipts. During the same period and through the same channel it disposed of similar material developed in connection with cooperative work, in the amount of \$767.56, the proceeds being returned to the cooperators. All such material consisted chiefly of dairy and poultry products, meats, fruits, and vegetables.

#### COORDINATING BOARDS

During the year the chief of the Division continued to function as the Department's representative on the Federal Specifications Board, the Federal Purchasing Board, the General Supply Committee, and the Federal Standard Stock Catalog Board, while the traffic manager functioned as the Department's representative on the Federal Traffic Board, and one of the Division's staff served as a member of the Envelop Committee of the Post Office Department.



## DIVISION OF OPERATION

Appropriations for the Office of the Secretary for the fiscal year 1933 totaled \$1,206,547 and expenditures \$1,001,945 as compared with \$1,449,102 and \$1,362,412, respectively, for the fiscal year 1932.

## GENERAL ACTIVITIES

The two completed units of the South Building, the Administration Building, and the corridors and men's toilets of the east and west wings aggregate 556,971 square feet of space which is cleaned daily. Expenditures for salaries of the cleaning force aggregate \$93,615.46, with reimbursements in the amount of \$35,574.77. Expenditures for equipment amounted to \$4,721.78 and for supplies \$2,023.90. Waste-paper sales amounted to 539,920 pounds, and receipts from this source were \$517.01.

The volume of correspondence handled by the Secretary's file room has increased rapidly in recent months. The chief of this section cooperated with the Agricultural Adjustment Administration officials in the development and installation of a filing system for that organization, also the establishment of a mail collection and distribution system for the various units of the Administration.

The cost of operating the guard force for the fiscal year 1933 was \$112,718.93, as compared with \$115,684.70 for 1932.

## MECHANICAL SHOPS

The outstanding performance of the mechanical shops during the fiscal year was the construction of the exhibits for the Century of Progress Exposition at Chicago. This work was completed and shipped in time for erection prior to the opening of the exposition. The labor costs for the preparation aggregated \$16,298.89, the cost of materials involved an expenditure of \$4,159.66, a total of \$20,458.55.

Table 15 furnishes a comparison of the work performed by the mechanical shops (including motor-transport service) during the fiscal years 1931, 1932, and 1933.

TABLE 15.—*Value of work performed by the mechanical shops, 1931, 1932, and 1933*

Item	1931	1932	1933	Increase or decrease, 1933 over 1932
	<i>Dollars</i>	<i>Dollars</i>	<i>Dollars</i>	<i>Percent</i>
Gross expenditures.....	367,363	352,184	306,841	-13
Reimbursable work.....	227,487	212,199	181,677	-14
Shop requests (number).....	13,861	12,365	13,500	+9

## TELEGRAMS AND TELEPHONE CALLS

On August 20, 1932, the Department's telephone and telegraph section was moved from the west wing of the Administration Building to the fifth floor of the South Building, and on the same date the telephone switchboard was changed from the manual system to the automatic, or direct dialing system. Since this change eliminated the branch-to-branch and outgoing trunks and tie-line calls from the board, it enabled the Department to dispense with the services of three telephone operators. On April 19, 1933, the Arlington Experiment Farm telephone system was also changed from the manual to the automatic, with apparent increase in operating service for the 36 main and 7 extension stations located at this point.

The number of telegraph messages handled and the number of telephones in service, in comparison with other years, are given in table 16.



TABLE 16.—*Number of telephones in use and telegraph messages handled, 1929 to 1933, inclusive*

Year	Telephones			Telegraph messages, incoming and outgoing
	Main stations	Extension stations	Total	
1929.....	700	762	1,462	49,913
1930.....	721	789	1,510	50,430
1931.....	807	905	1,712	61,035
1932.....	918	941	1,859	62,462
1933.....	979	938	1,917	60,257

Based on traffic counts made at various times during the year, table 17 represents an estimate of the distributions of telephone calls made as compared with 1932.

 TABLE 17.—*Distribution of telephone calls made in the Department of Agriculture, 1932 and 1933*

Type of call	Estimated number of calls made	
	1932	1933
Branch-to-branch.....	1,528,675	(1)
Outgoing trunks.....	199,979	254,245
Outgoing Government trunks.....	57,619	62,635
Incoming trunks.....	463,386	<sup>2</sup> 552,300
Incoming Government trunks.....	105,507	97,800
Outgoing tie lines.....	193,402	(1)
Incoming tie lines.....	149,494	<sup>2</sup> 210,200
Outgoing long-distance and toll.....		<sup>2</sup> 12,123
Incoming long-distance and toll.....		<sup>2</sup> 10,250

<sup>1</sup> Since the introduction of the automatic system no tally can be made of such calls.

<sup>2</sup> These calls handled by operators.

The staff actually checked and audited 150,532 telegrams, for which 248 combined vouchers were prepared, amounting to \$80,589.16. For the fiscal year 1932 there were 143,070 telegrams and 228 combined vouchers representing expenditures of \$77,516.21.

There were 200 telephone rental vouchers audited and passed to the various bureaus and offices for payment aggregating \$42,050.88, and 24 long-distance telephone-toll bills involving an expenditure of \$10,659.05.

#### REAL ESTATE AND HOUSING

The continued development of the Federal building program has resulted in the occupation of a number of completed structures, while tentative plans and approved drawings for a still larger number of buildings have been examined. This has resulted in an increase in the amount of the space occupied in Federal buildings though the program has not developed with sufficient rapidity to effect the amount of commercial space rented. It is particularly interesting to note that although the commercial area leased was increased by 137,083 square feet this rental was accomplished at a reduction of \$104,862. Such a decrease is in part attributable to the general lowering of rental rates, but it is believed that a material portion of this saving is due to the introduction of the requirement for competition in leasing.

A tabulation by bureaus of building space occupied by the Department and cost of rentals for the year 1932 as compared with 1933, is not feasible (see report of Sept. 6, 1932, p. 11, table 15); however, the situation as it exists in 1933 is shown in table 18.

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TABLE 18.—*Space occupied by Department of Agriculture and cost of rentals, 1933*

Bureau or organization	Federal buildings		Rented buildings			
	In District of Columbia	Outside District of Columbia	In District of Columbia		Outside District of Columbia	
			Area	Rental	Area	Rental
	<i>Square feet</i>	<i>Square feet</i> <sup>1</sup>	<i>Square feet</i>	<i>Dollars</i>	<i>Square feet</i>	<i>Dollars</i>
Agricultural Adjustment Administration	65,982					
Agricultural Economics	241,859	80,169			144,607	98,338
Agricultural Engineering	12,658	7,127			30,431	6,510
Animal Industry	89,436	67,730			30,636	32,966
Biological Survey	28,929	18,141			25,569	9,426
Chemistry and Soils	68,367	5,542	82,895	16,000	13,319	3,960
Dairy Industry	24,606				9,700	2,479
Entomology	53,528	13,188			175,393	58,516
Experiment Stations	16,399	480				
Extension Service	68,057	111,410				
Farmers' Seed Loan <sup>2</sup>						
Food and Drug Administration	53,873	61,707			11,386	15,283
Forest Service		207,646	54,971	37,296	560,263	146,801
Grain Futures Administration	3,834	1,217			5,937	9,364
Home Economics	29,466					
Office of Information	50,048					
Library	48,713					
Plant Industry	273,429	10,351			40,054	17,924
Plant Quarantine	5,111	21,777	27,930	( <sup>3</sup> )	221,119	51,972
Public Roads	23,552	44,124	36,909	15,000	41,883	44,017
Secretary	232,656	4,090			1,069	1,062
Weather Bureau	47,775	118,954	2,224	1,000	71,055	90,913
Total	1,438,278	773,653	204,929	69,296	1,382,421	589,531

<sup>1</sup> Exclusive of buildings owned by Department of Agriculture.<sup>2</sup> Transferred to Farm Credit Administration May 27, 1933.<sup>3</sup> Rental paid by another department.

A summary of total space occupied by the Department of Agriculture and cost of rentals for the years 1931, 1932, and 1933 is shown in table 19.

TABLE 19.—*Space occupied by Department of Agriculture and cost of rentals, 1931 to 1933, inclusive*

Year	Federal buildings		Rented buildings			
	In District of Columbia	Outside District of Columbia	In District of Columbia		Outside District of Columbia	
			Area	Rental	Area	Rental
	<i>Square feet</i>	<i>Square feet</i>	<i>Square feet</i>	<i>Dollars</i>	<i>Square feet</i>	<i>Dollars</i>
1931	1,027,686	429,140	326,629	133,945	1,317,114	745,692
1932	1,331,041	601,727	217,817	72,051	1,245,338	694,393
1933	1,438,278	773,653	204,929	69,296	1,382,421	589,531